

Civil Service Form 48

DAILY TIME RECORD **JADINA, ELIA MAURY C.** (NAME)

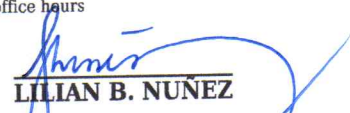
For the month of
November 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SEL
6-THU	8:00	12:00	12:48	5:03		8hrs
7-FRI	8:00	12:08	12:52	5:01		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:04	12:02	12:30	5:03	4mins	7hrs 56mins
12-WED	7:56	12:10	12:40	5:01		8hrs
13-THU	7:07	12:20	12:46	5:04		8hrs
14-FRI	8:00	12:30	12:58	5:14		8hrs
15-SAT						Off
16-SUN						Off
17-MON	6:56	12:09	12:23	5:25		8hrs
18-TUE	7:13	12:13	12:43	5:40		8hrs
19-WED						SEL
20-THU	6:55	12:16	12:52	5:32		8hrs
21-FRI	8:00	12:14	12:46	5:14		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:00				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED						SEL
27-THU	7:25	12:09	12:46	5:40		8hrs
28-FRI						SEL
29-SAT						Off
30-SUN						Off

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


ELIA MAURY C. JADINA

VERIFIED as to prescribed office hours


LILIAN B. NUÑEZ

Department Head
Institute for Strategic Research and Development Studies

Date Generated: Dec/09/2025 04:28:01

Philippines

UNIVERSITY

ity, Leyte

Stamp of Date of Receipt

FOR LEAVE

st)	(Middle)
Maury	Cunanan
	5. SALARY (Monthly)
or I	

APPLICATION

DETAILS OF LEAVE:

ase of vacation/Special Privilege leave:
Within the Philippines :
Abroad (Pls. Specify) :

ase of Sick leave:
In Hospital (Pls. Specify) :
Out Patient (Pls. Specify) :


ase of Special Leave Benefits for Women:
ecify Illness)

ase of Study leave:
BAR/Board Examination Review
Completion of Master's Degree
Completion of Doctorate Degree
Completion of PHD Degree

er purpose:
Monetization of Leave Credits
Terminal Leave

COMMUTATION

☒ Requested ☐ Not Requested

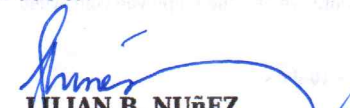

JADINA, ELIA MAURY C.
(Signature of Applicant)

NON APPLICATION

RECOMMENDATION:

☒ For Approval

☐ For Disapproval due to:


LILIAN B. NUÑEZ
Institute for Strategic Research and Development Studies

DISAPPROVED due to:


G. YEPES

d Signature)
resident